

IMPORTANT RESERVATION POLICIES

1. The veteran's organizations have a first-right-to-use condition that is removed sixty (60) days prior to a date at the Auburn, Colfax, Foresthill, Lincoln, and Loomis Halls, or forty-five (45) days prior to a date at the Roseville Veterans Memorial Hall.
2. All reservations must be confirmed no less than 10 business days prior to the event. This means all payments and documentation must be *correct* and in our office no less than 10 business days prior to the event or the hold on the calendar will be removed, the reservation request canceled, and any payments received will be returned.
3. All Hall users are required to supply insurance (please read the [Insurance Information](#) for details).
4. In order to avoid a forfeiture of funds, notice of a cancelation must be received by the Hall Coordinator no less than 10 business days prior to the reservation date.
5. We provide chairs and rectangular tables (that seat 8 people) as part of your reservation. We do not have linens, cookware, tableware, etc.
6. We do not provide set-up and/or clean-up for events. You must do those on the same date as the event or additional fees apply (if there is availability before and/or after the event date).
7. If food and/or drinks are present at your event, the Kitchen rental is required (this additionally includes the Downstairs Hall in Auburn and Basement Hall in Roseville). Please email the [Hall Coordinator](#) for any clarifications needed.
8. It is the responsibility of the Applicant to clean the Hall premises, immediate grounds, and any surrounding property or street where guests of the Applicant may have parked or loitered.